
Risk Register

Action required

1. The Commission is invited to consider the updated risk register which appears at Appendix A.

Discussion

2. The outline project plan has been updated to reflect the Commission's request at the April meeting to include a risk relating to events in the external political landscape and a risk relating to loss of staff with appropriate skills.

Secretariat
June 2016

Risk Register - 2018 Review of UK Parliamentary Constituencies

2018 Review

	Type of Risk	Description	Effect	Likelihood/Impact	Mitigating Action	Target Date	Mitigated likelihood/impact	Notes
1.	S	Delay in appointment of Deputy Chair and new Commissioner	Delayed start to 2018 Review and consequential delays to ongoing delivery	H/H	Work with Scotland Office to ensure timely appointments. Project planning and monitoring.	December 2015 Ongoing	M/M	Start of Review announced 24 February
2.	S	Overlap with completion of 5th Review of Local Government Arrangements	Delayed start to 2018 Review and consequential delays to ongoing delivery	H/H	Project planning and monitoring.	Ongoing. Project plan to be updated for each BCS meeting	H/M	Start of Review announced 24 February. 5th Reviews will not complete until May 2016
3.	T	Outside bodies not supplying necessary data or data of poor quality.	Inaccurate decision making resulting from inadequate data	M/H	Maintenance of regular contact with data suppliers. Data quality checks on receipt. Alternative sources of data may be available in some cases. Review relationship with NRS and Electoral Registration officers	By 24 February 2016 and ongoing By September 2016	L/L	
4.	T	Consultation portal does not meet BCS requirements	Unable to consult public effectively on proposals or efficiently publish representations received	L/M	Ensure full engagement with other UK Commissions in development of portal specification and procurement to meet BCS needs. Ensure resource available for in-house supplementary or alternative provision. If necessary prepare alternative consultation methods eg ask stakeholders to use BCS website and email to comment on proposals	March - September 2016	L/L	BCS agreed in principle to share portal with UK Commissions subject to cost and specification

BCS Paper 2019
Appendix A
Updated 18 April 2016 after Commission meeting

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5.	S	Loss of staff with appropriate skills.	Unable to conduct business to full level of effectiveness.	M/M	Ensure appropriate documentation of procedures, and training in key skills for staff. Ensure recording of the reasons for all decisions taken at each stage	Ongoing	M/L	
6.	ER	Loss of stakeholder confidence.	Damage to reputation or independence of Commission. Ineffective public consultation processes.	L/H	Actively maintain stakeholder relationships. Provide clear information and guidance to the public on the Commission's work and processes.	Ongoing	L/L	
7.	ER	Acting outside legislation.	Damage to reputation of Commission	L/H	Ensure clear internal guidance on powers and duties. Consider need for external legal advice as appropriate.	Ongoing	L/M	
8.	ER	Changes to, and events in, external political landscape	Delays to delivery of review milestones eg constraints around announcements	L/M	Ensure effective liaison with Scotland Office and Scottish Government in order to build known events into project planning.	Ongoing	L/L	
9.	P	Unavailability of offices	Inability to operate from usual offices or possible loss of access to computers, network and data.	L/H	Maintenance of Business Continuity Plan	Ongoing	L/M	

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10.	P	Theft of equipment from offices	Inability to fully operate due to loss of equipment.	L/H	Data backups under SCOTS. Ensure appropriate physical security precautions. Investigate short-term computer leasing options.	Ongoing	L/M	
11.	T	Failure of computer systems	Inability to conduct business.	M/H	Migration to SCOTS ensuring technical support from Scottish Government.	End June 2016	L/M	Still seeking firm timetable from Scottish Government
12.	T	Data loss or corruption	Faulty decisions, loss of reputation	M/H	Migration to SCOTS ensuring technical support from Scottish Government.	End June 2016	L/M	
13.	T	Inability to complete review within statutory deadline	Loss of reputation	L/H	Project planning and monitoring	Ongoing	L/H	

Likelihood	
High (H)	High probability of occurrence
Medium (M)	Conceivable, but not likely to occur
Low (L)	Unlikely to occur

Potential Impact	
High (H)	Risks that can have a catastrophic effect on Commission operations. May result in significant financial loss, major disruption to outputs or serious damage to the Commission's reputation.
Medium (M)	Risks that have a noticeable effect on Commission operations. Each will cause of degree of disruption to outputs and may affect budgets.
Low (L)	Risks where the consequences and impact will not be severe and any associated losses relatively small. As individual occurrences they will have a negligible effect on Commission operations.

Abbreviations Key:

ER = External Relations; F = Finance; P = Property; S = Staffing; T = Technical

